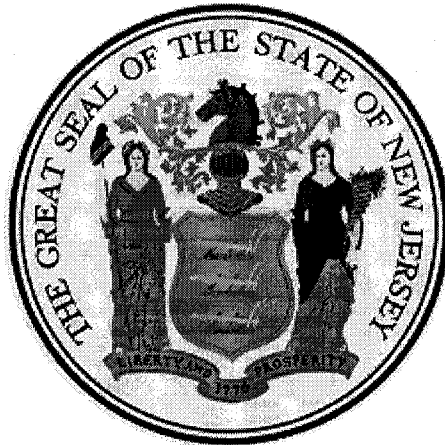


State of New Jersey



Fire Departments Records Retention Schedule

M180000-999

REQUEST AND APPROVAL OF RECORDS RETENTION SCHEDULE

0554L

AGENCY NUMBER 1M180000

DEPARTMENT of State, Division of Archives and Records Management

DIVISION

Public Safety

Fire Division

BUREAU

AGENCY REPRESENTATIVE
T. Howard Waldron

TITLE

Director of Public Safety

(AREA CODE) TELEPHONE NO.
(609) 989-3371

SCHEDULE APPROVAL

THE RECORDS COVERED BY THIS SCHEDULE, UPON EXPIRATION OF THE RETENTION PERIODS, SHALL BE DEEMED TO HAVE NO CONTINUING VALUE TO THE STATE OF NEW JERSEY AND WILL BE DISPOSED OF AS INDICATED IN ACCORDANCE WITH THE LAW AND REGULATIONS OF THE STATE RECORDS COMMITTEE. THIS SCHEDULE SHALL BECOME EFFECTIVE ON THE DATE APPROVED BY THE STATE RECORDS COMMITTEE.

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

SIGNATURE OF SECRETARY, STATE RECORDS COMMITTEE

DATE APPROVED

X T. Howard Waldron

RETAIN IN

ITEM NUMBER	RECORD TITLE AND DESCRIPTION	AGENCY	RECORDS CENTER	DISPOSITION (DESTROY/ ARCHIVES)
1-00.	Absence Reports	6 yrs.		Destroy
1-01.	Originals	3 yrs.		Destroy
1-02.	Duplicates	6 yrs.		Destroy
2-00.	Accident Reports	Permanent		Permanent
3-00.	Accounts - Book of	20 yrs..		Destroy
3-01.	Journal - General	Permanent		Permanent
3-02.	Ledger - Subsidiary	6 yrs.		Destroy
3-03.	Revenue Ledger	3 yrs.		Destroy
3-04.	Petty Cash	3 yrs.		Destroy
4-00.	Administrative Subject File Contains correspondence and externally generated general reference information.			

AGENCY

RECORDS CENTER

DISPOSITION
(DESTROY/
ARCHIVES)

Administrative Subject File
Contains correspondence and externally generated
general reference information.

REQUEST AND APPROVAL OF RECORDS RETENTION SCHEDULE (continued)

DEPARTMENT		DIVISION		BUREAU		
Fire Departments						
ITEM NUMBER	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION (DESTROY/ ARCHIVES)		
		AGENCY	RECORDS CENTER			
5-00.	Address File	As Updated		Destroy		
6-00.	Alarm Inspections	7 yrs.		Destroy		
7-00.	Alarm Repairs	2 yrs.		Destroy		
8-00.	Ambulance/Rescue Squad Records (Individual record of ambulance calls)	6 yrs.		Destroy		
9-00.	Ambulance/Rescue Squad Call Tally	3 yrs.		Destroy		
10-00.	Ambulance Run Record	1 yr.		Destroy		
11-00.	Applications & Permit Stubs	6 yrs.		Destroy		
12-00.	Applications & License Stubs (Motion Picture Operators)	6 yrs.		Destroy		
13-00.	Arson Reports	Permanent		Permanent		
14-00.	Assignment Cards	6 yrs.		Destroy		
15-00.	Blankets Issued	1 yr.		Destroy		
16-00.	Budget Work Papers	6 yrs.		Destroy		
17-00.	Building Plans & Specifications	Permanent		Permanent		
18-00.	Cashier's Stubs	6 yrs.		Destroy		
19-00.	Company Journals	Permanent		Permanent		

REQUEST AND APPROVAL OF RECORDS RETENTION SCHEDULE (continued)

DEPARTMENT		DIVISION		BUREAU		
Fire Departments		RECORD TITLE AND DESCRIPTION		RETAIN IN		DISPOSITION
ITEM NUMBER				AGENCY	RECORDS CENTER	(DESTROY/ ARCHIVES)
20-00.	Company Roster		As Updated			Destroy
21-00.	Complaint Record		7 yrs.			Destroy
22-00.	Consolidated Report of Building Fire		6 yrs.			Destroy
23-00.	Correspondence					
23-01.	Administrative		Periodic Review			Destroy
23-02.	General		3 yrs.			Destroy
24-00.	Court Cases - duplicates		3 yrs. after case is closed			Destroy
25-00.	Damaged or Lost Equipment		6 yrs.			Destroy
26-00.	Deposit Slips		6 yrs.			Destroy
27-00.	Detailed Man Record		3 yrs.			Destroy
28-00.	Dispatcher's Daily Log Sheet		3 yrs.			Destroy
29-00.	Efficiency Ratings		6 yrs after termination of employment			
30-00.	Egress Plans		As Updated			Destroy
31-00.	Equipment Inventory		3 yrs. after update			Destroy

REQUEST AND APPROVAL OF RECORDS RETENTION SCHEDULE (continued)

DEPARTMENT		DIVISION		BUREAU		
Fire Departments				RETAIN IN		DISPOSITION
ITEM NUMBER	RECORD TITLE AND DESCRIPTION	AGENCY		RECORDS CENTER	(DESTROY/ ARCHIVES)	
32-00.	Equipment Inspection Records - Annual, Monthly & Daily				Destroy	
32-01.	Annual	7 Yrs.			Destroy	
32-02.	Monthly	3 Yrs.			Destroy	
32-03.	Daily	1 Yr.			Destroy	
33-00.	Equipment Received	2 Yrs.			Destroy	
34-00.	Equipment out of Service Report	2 Yrs.			Destroy	
35-00.	Equipment Repairs (Hydrants, etc.)	2 Yrs.			Destroy	
36-00.	Extended Tax Duplicates (copy)	As Updated			Destroy	
37-00.	Extinguishers Recharged	2 Yrs.			Destroy	
38-00.	False Alarms & Needless Calls	6 Yrs.			Destroy	
39-00.	Financial Report (Annual Reports)	Permanent			Permanent	
40-00.	Fire Boat Records					
40-01.	Journals	Permanent			Permanent	
40-02.	Reports	6 Yrs.			Destroy	
41-00.	Fire Call Registers	6 Yrs.			Destroy	
42-00.	Fire Department Record/Basic Field Incident Report (Individual records of fire calls)	6 Yrs.			Destroy	
43-00.	Fire Department Call Tally	3 Yrs.			Destroy	

REQUEST AND APPROVAL OF RECORDS RETENTION SCHEDULE (continued)

DEPARTMENT		DIVISION		BUREAU		
Fire Departments						
ITEM NUMBER	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION (DESTROY/ ARCHIVES)		
		AGENCY	RECORDS CENTER			
44-00.	Fire Losses (Contained in Annual Report)	Permanent		Permanent		
45-00.	Fire Prevention File (General Reference Brochures)	Periodic Review		Destroy		
46-00.	Fire Line Passes	2 yrs.		Destroy		
47-00.	Fuel Oil Used	2 yrs.		Destroy		
48-00.	Hazards, Report of	7 yrs.		Destroy		
49-00.	Hose Changes Made	2 yrs.		Destroy		
50-00.	Hose Inventory	1 yr.		Destroy		
51-00.	Hose Repairs	2 yrs.		Destroy		
52-00.	Index Card Files of Fire Reports	Permanent		Permanent		
53-00.	Inspections of Combustibles	Life of the Building plus 7 yrs. unless in litigation		Destroy		
54-00.	Inventories	2 yrs.		Destroy		
54-01.	Perpetual	2 yrs.		Destroy		
54-02.	Of Quarters	2 yrs.		Destroy		
55-00.	Invoices	6 yrs.		Destroy		
56-00.	Investigations of Fires and Alarms	7 yrs. unless in litigation		Destroy		
57-00.	Leave-Request for	1 yr.		Destroy		

REQUEST AND APPROVAL OF RECORDS RETENTION SCHEDULE (continued)

DEPARTMENT		DIVISION		BUREAU		
Fire Departments						
ITEM NUMBER	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION		
		AGENCY	RECORDS CENTER	(DESTROY/ ARCHIVES)		
58-00.	Leave-Sick or Injured	6 yrs. after termination of employment		Destroy		
59-00.	Linens Issued	1 yr.		Destroy		
60-00.	Maps & Plans	Permanent		Permanent		
61-00.	Material Tickets	1 yr.		Destroy		
62-00.	Orders-Director & Chief	Permanent		Permanent		
63-00.	Orders-General	As Updated		Destroy		
64-00.	Ordinance-Copies	Periodic Review		Destroy		
65-00.	Outside Runs	3 yrs.		Destroy		
66-00.	Payroll Records	10 yrs.		Destroy		
67-00.	Personnel Records	6 yrs. after termination of employment		Destroy		
68-00.	Photographs	Permanent		Archival Review		
69-00.	Property Listings with Security Systems	As Updated		Destroy		
70-00.	Purchase Orders	6 yrs.		Destroy		
71-00.	Radio Log	3 yrs.		Destroy		
72-00.	Radio Tape Recordings of Dispatches	3 mos.		Destroy		
73-00.	Referrals to other Agencies	1 yr.		Destroy		
74-00.	Records Retention Schedule	As Updated		Destroy		

REQUEST AND APPROVAL OF RECORDS RETENTION SCHEDULE (continued)

DEPARTMENT		DIVISION		BUREAU		
Fire Departments						
ITEM NUMBER	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION (DESTROY/ ARCHIVES)		
		AGENCY	RECORDS CENTER			
75-00.	Reports	Permanent		Permanent		
75-01.	Annual (File Copy)	3 yrs.		Destroy		
75-02.	Monthly & Quarterly	1 yr.		Destroy		
75-03.	Daily	6 yrs. after termination of employment		Destroy		
76-00.	Reprimands & Suspensions					
77-00.	Request and Authorization for Records Destruction forms	Permanent		Permanent		
78-00.	Requisitions	Permanent		Permanent		
78-01.	Company	6 yrs.		Destroy		
78-02.	General	6 yrs.		Destroy		
79-00.	Runs Report	6 yrs.		Destroy		
80-00.	Runs & Equipment					
80-01.	Annually	Permanent		Permanent		
80-02.	Daily	2 yrs.		Destroy		
80-03.	Monthly	3 yrs.		Destroy		
81-00.	Resolutions - Copies	Periodic Review		Destroy		
82-00.	Sprinkler System Reports	As Updated		Destroy		

REQUEST AND APPROVAL OF RECORDS RETENTION SCHEDULE (continued)

DEPARTMENT		DIVISION		BUREAU		
Fire Departments						
ITEM NUMBER	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION (DESTROY/ ARCHIVES)		
		AGENCY	RECORDS CENTER			
83-00.	School Inspections & School Files	Permanent		Permanent		
84-00.	Street Barricades obtained for after hours	1 Yr.		Destroy		
85-00.	Training School Records	10 Yrs.		Destroy		
86-00.	Station Maintenance Cost Records	6 Yrs.		Destroy		
87-00.	Trial Balances	2 Yrs.		Destroy		
88-00.	Time Sheets - Daily (Civillian)	6 Yrs.		Destroy		
89-00.	Roll Call - Daily (Uniformed Force)	6 Yrs.		Destroy		
90-00.	Violation Notices	6 Yrs.		Destroy		
91-00.	Work Slips	6 Yrs.		Destroy		